OALM

Office of Acquisition and Logistics Management

"Your Vision is Our Mission"

The Office of Acquisition and Logistics Management Newsletter

OALM/OAMP

Div of Acq Policy and Evaluation

Div of Financial Advisory Services

Div of Simplified Acq Policy & Services

Purchase Card Program

Simplified Acquisition Helpline
(301) 496-0400

Purchase Card Helpline
(301) 435-6606

BPA Helpline
(301) 496-5212

OALM/OLAO

Div of Logistics Services
(301) 443-7977

Property Management Branch
(301) 496-5712

Supply Management Branch
NIH Supply Center
(301) 435-5036

Self-Service Store—Bldg 10
(301) 496-2051

Self-Service Store—Bldg 31
(301) 496-4430

Transportation Management Branch
(301) 496-4511

NITAAC
(888)-773-6542

OALM

DCIS Helpline
(301) 451-2271

INSIDE THIS ISSUE:

HHS ACQUISITION, GRANTS AND SMALL BUSINESS SYMPOSIUM APRIL 27TH & 28TH

The Department of Health and Human Services (HHS), Assistant Secretary for Financial Resources (ASFR) Office of Grants and Acquisition Policy and Accountability (OGAPA) would like to invite you to attend its Acquisition, Grants, and Small Business Symposium, April 27 - 28, 2011 in Alexandria, VA.

This 2-day symposium will focus on educating and enriching stakeholder and customer knowledge in three areas:

- Multifunctional integration of business processes to meet strategic and transparency mission needs;

- The benefits and importance of early acquisition, grants, and small business program planning; and

- Use of performance-based award approaches to drive innovative and streamlined business solutions.

Join us as we continue Teaming for Excellence in Award Management (T.E.A.M.) - bringing together hundreds of contracting, grants, program, and small business professionals, innovative workshops, outstanding speakers, and networking opportunities to speak with reputable exhibiting vendors!

For additional information visit: http://www.team-psa.com/2011acqsymposium/home.asp

NIH SMALL BUSINESS ACQUISITION FORUM MAY 3, 2011

The NIH Office of Acquisition Management and Policy (OAMP), in coordination with HHS Office of Small Disadvantaged Business Utilization Office (OSDBU), is hosting an Acquisition Forum to be held at the Natcher Conference Center, May 3, 2011, from 9:00 am to 1:00 pm. The theme is **"NIH: Expanding Diversity with Small Business Partners."**

This Acquisition Forum is an outreach event aimed at bringing together representatives from the Small Business Administration (SBA), HUBZone Business, Service Disabled Veteran-Owned Small Business, and Women-Owned Small Business Programs. It will enable the SBA Programs Representatives to network and partner with acquisition professionals and program officials at the NIH.

In addition, there will be speakers, panels, and Government and industry sponsored booths. The topics that will be addressed will include, initiatives relative to SBA Programs, and NIH activities in the areas of IT/Telecommunications, Management Consulting/Staffing and Construction-A&E contracts that may be available to these Programs.

If you would like more information about the agenda or attending the event, you may contact Laurie Weker at wekerl@od.nih.gov or Sue Kaminski at kaminskiS@od.nih.gov.

HHS APPROPRIATION LAW TRAINING DUE BY JUNE 30, 2011

Secretary Kathleen Sebelius issued a mandate requiring that all HHS staff directly involved with the acquisition process complete Appropriations Law training by June 30, 2011. Affected individuals include all Contracting Officers, Purchasing Agents, Budget/ Financial Management Officials and COTRs/Program & Project Officers.

NOTE: There are only two choices for completing this course: A 16-hour free online training available through the Learning Management System (LMS) or a 24-hour classroom-led course available through the NIH Training Center with an associated fee of

$765. **Alternate or prior training will not be applicable.**

The Office of Acquisition and Logistics Management will develop a Point of Contacts (POC) network for each IC by the end of April. The POCs will be responsible for ensuring that Appropriations Law training is completed by respective individuals within each Institutes and Centers and will be able to answer specific questions. For more information, general questions can be directed to: AppropriationsLaw@mail.nih.gov

NEWLY APPOINTED U.S. SMALL BUSINESS ADMINISTRATION (SBA) PROCUREMENT CENTER REPRESENTATIVE (PCR)

Effective Monday, February 28th, Mr. Randall Johnston, joined the Department of Health and Human Services (HHS), Office of Small and Disadvantaged Business Utilization (OSDBU) team as the HHS resident U.S. Small Business Administration (SBA), Procurement Center Representative (PCR).

Mr. Johnston has extensive acquisition experience and joined

the SBA DC Office several months ago as an Area Director. Randy will be responsible for the SBA oversight of the HHS Small Business reviews and activities daily for eight of the ten HHS OPDIVs. Additionally, Randy will work on site at the National Institutes of Health (NIH) in the HHS/NIH Small Business Office at least one week a month.

Please continue to forward all requirements early in the acquisition planning phase (Form 653s and Subcontracting Plans, etc.) for review to the HHS/NIH Small Business Specialists team.

If you have any questions you may call 301-496-9639 or email HHSSmallBusinessOAR@od.nih.gov.

OLIGOS PURCHASES THROUGH INTRAMALLS LLC

For Institutes and Centers that purchase oligos, your Purchase Card Holder(s) now has an option to purchase oligos through IntraMalls, LLC. In addition, cardholders may also continue to purchase oligos directly from other vendors. However, as with all purchases, cardholders must obtain written preapproval for any oligos purchases.

For IntraMalls purchases ONLY, cardholders may choose to consolidate their individual oligos purchases by participating in a monthly roll-up program through IntraMalls. Regardless of the number of oligos orders placed, the cardholders participating in the monthly roll-up program will receive one purchase card transaction per CAN/Project Number and per vendor (rather than multiple individual charges) on their NBS reconciliation page. Cardholders may also download a

statement from the IntraMalls website that lists all oligos purchased each month, as well as the status of any pending transactions.

If cardholders choose to participate in the roll up program, the written preapproval must include an estimated monthly cost for the total number of oligos to be purchased that month. The cardholder must then enter a log into NBS for the total estimated cost of the oligos purchases planned for the month. If it appears the purchases will exceed the estimated monthly amount, the cardholder must be sure to obtain a written revised funds approval prior to revising the NBS log entry based on the new estimated price.

For additional information, email the NIH Purchase Card Program at Creditcard@od.nih.gov or call the Purchase Card Help Line at (301) 435-6606.

SPLITTING PURCHASES

Each NIH purchase cardholder is subject to a single purchase limit. This is the maximum dollar amount of a purchase that can be made by cardholder at one time. Splitting purchases to simply stay within a single purchase limit is a violation of law and NIH policy. A purchase requirement **cannot** be split into multiple purchases simply to avoid a purchase limit. Purchase cardholders who deliberately violate a purchasing requirement may have their cards cancelled and could be held personally liable for the purchase.

What is an improper split purchase? A split purchase generally involves the intentional decision by a purchase cardholder to split the purchase of a single item from a merchant or vendor in an effort to keep the total price of the purchase at or below the cardholder's single purchase limit. There are several examples provided in the HHS Purchase Card Guide.

Situation (Assume cardholder has a $3,000 single purchase limit)	Determination	Rationale
Cardholder receives a requirement for an item costing $2,000 today and makes the purchase. Later in the day, the cardholder receives another requirement for the same item. The cardholder was not aware of the second requirement at the time the first purchase was made.	Not a split purchase	The cardholder was not aware of the second requirement when the first purchase was made. Had the cardholder received both requisitions at the same time, the proper action would have been to consolidate the requirements, and forward to the contracting office if the cost exceeded the cardholder's single purchase limit.
Cardholder receives a request for multiple items. The total exceeds $3,000, but not all items are available from a single vendor. When making the purchases from each vendor, the individual purchases will not exceed $3,000. The cardholder makes the purchases from different vendors.	Not a split purchase	Although the single requirement exceeded the cardholder's limit, the cardholder could not obtain all of the items from the same vendor. There was no intent on the part of the cardholder to split the purchase just to avoid the single purchase limit, therefore, this is not considered a split purchase.
The cardholder has a requirement to have three office areas painted. Each area will cost $2,000. The cardholder decides to issue three separate purchases for the work.	Split purchase	The cardholder split the purchase requirement, which totaled $6,000, into three smaller purchases solely for the purpose of allowing the purchases to be made under the cardholder's purchase limit. The proper course of action would have been to forward the requirement to the contracting office for purchase.
Cardholder receives a requirement for five identical products, each costing $1,000 and available from the same vendor, but needing delivery to five different locations. Cardholder elects to make five separate purchases.	Split purchase	The shipping destination alone is not a valid reason to split a requirement into multiple purchases. The proper course of action would have been to consolidate the requirements and forward to the contracting office for purchase.
Cardholder has a requirement for two products, each of which is available from the same vendor. The total cost will be $4,000. However, the cardholder knows that one of the items can be obtained from another vendor at substantially less cost. If the cardholder purchases from two vendors, the total cost will be $3,000.	Not a split purchase	The cardholder made a good business decision by using two vendors instead of one, saving $1,000. Because the cardholder had no intent to split the purchase just to avoid the single purchase limit, this is not considered a split purchase.

What should be done if the purchase requirement exceeds the cardholder's single purchase limit? As stated in the HHS Purchase Card Guide, "If the purchase cannot be made within the cardholder's single purchase limit, the cardholder should notify the customer to submit the requirement to their contracting activity, or require that the procurement be made by a cardholder with a higher single purchase limit."

For additional information on splitting purchases, NIH Purchase cardholders should send an email to Creditcard@od.nih.gov or call the NIH Purchase Card Help Line at (301) 435-6606.

IS YOUR LAB OR OFFICE PLANNING A RENOVATION OR A MOVE?

All Institute/Centers (ICs) renovation, repair, and alteration projects in government <u>owned</u> facilities must be submitted to the NIH Office of Research Facilities (ORF) through the established work request process.

The ORF guidance is in accordance with federal regulations and the Department of Health and Human Services (DHHS) policies related to the appropriate use of funds for facility projects. The primary policies and guidelines for use of funds for planning, design, construction, temporary construction, renovation, repair, maintenance, leasing and similar activities are contained in the DHHS Facilities Program Manual Section 2-1: *FUNDING SOURCES FOR FACILITIES PROJECTS.*

For additional questions, you are urged to contact ORF at http://orf.od.nih.gov/ to discuss particular issues related to a project listed or visit the online phone directory.

Office of Research Facilities (ORF) Development and Operations, Building 13, Suite 201, MSC 5759 Bethesda, Maryland 20892-7172

Office of the Director, ORF	**301-594-0999**
Capital Project Management	**301-496-3193**
Environmental Policy	**301-496-3537**
Facilities Planning	**301-496-5037**
Division of Technical Resources	**301-435-8746**
Property Management	**301-496-6186**
Office of Acquisitions, ORF	**301-402-0878**
Maintenance Requests	**301-435-8000**

If you are an Administrative Officer, Administrative Technician or Lab Managers, the NIH Training Center has the following training available to help you make the process easier.

- **Maintenance and Construction**
- **Moves of Office, Labs and Personnel**
- **Space and Funding Guidance**

You may visit the Course Catalog at: http://trainingcenter.nih.gov for future training needs. You must register via NIHITS at https://nominate.od.nih.gov/login.pl.

NIH SUPPLY CENTER

The NIH Supply Center (NIHSC) would like to thank everyone for the feedback on the NIHSC website! The NIHSC is continuing to update the website and add new products based on your feedback. Please keep it coming! The last article mentioned that a new logo was being developed and now the final has been chosen! You will start to see this new logo in various forms throughout the campus on posters and bulletins and other areas such as the website and other media. The new look helps in the efforts to bring awareness of the NIH Supply Center and our mission "To provide the NIH Community with the supplies needed to continue their amazing research efforts in a timely and effective manner."

The NIHSC is currently getting ramped-up for the Ft. Detrick Show in April. Stop by the booth if you are at the Show as we are teaming up with the NITAAC team. This show will be the first "roll-out" of the new logo! We are also working ideas for a Vendor Show on the Main Campus closer to summer. If anyone has creative ideas for "themes" please feel free to send a note to the e-mail below.

As a reminder, the NIHSC has two on-site locations. Known as the Self-Service Stores, these are in Bldg. 10, Room B2B41 and Bldg. 31, in room B1A47. You may also log onto our website http://nihsc.od.nih.gov.

Some key points to remember when looking to purchase supplies:

1. **Policy**

   - FAR mandated first source for supplies
   - No Delivery Fee
   - No Restocking Fees
   - Discounted Volume Pricing for most products (Supported by independent study)
   - Increasing orders provides the NIHSC with an opportunity to reduce the surcharge and lower its prices (Greater Volume Discounts)

2. **Convenience**

   - NBS allows for direct payment from the ICs; this reduces administrative costs associated with invoice payments (no credit card fees) and P-card reconciliation
   - Offers a variety of delivery service options (expedited, store pick-up and delivery)
   - Next day delivery

NIH SUPPLY CENTER

3. **Selection**

   - Multi-channel fulfillment will allow NIHSC to offer a wide range of products

   - Ability to add new products to meet NIH customer needs

   - Capability to consolidate products from multiple vendors onto a single order

   - An opportunity to create commodity counsels that teams with the NIHSC to determine research requirements; NIHSC will stock those items; this allows for volume buying discounts and lower prices for ICs (a win/win for NIH)

4. **Buying from the Office of Logistics and Acquisition Operations (OLAO) supports NIH Green/Sustainability programs and helps meet the NIH greening goals**

The NIHSC looks forward to working with you to make ordering your supplies faster, easier and more efficient than ever before. Help us help you by providing your feedback: log onto our website at http://nihsc.od.nih.gov or fill out the Comment Card in a Self-Service Store.

OFFICE OF LOGISTICS AND ACQUISITION OPERATIONS (OLAO): CONTINUOUS IMPROVEMENT AND LEAN SIX SIGMA

Institutes, Centers, and Offices across NIH are experiencing the challenges of the latest budget cuts. Fiscal responsibility, accountability, and compliance for the proper stewardship of federal funds are core values that are now especially relevant when guiding NIH's operations. We need to do more with less. To deliver on this commitment, OLAO is enabling a number of Continuous Performance Improvement (CPI) methodologies to create and sustain efficiency processes and organizational change initiatives, including Lean Six Sigma (LSS), across NIH.

LSS allows organizations to:

- Eliminate waste and improve process flow

- Reduce variation and improve overall quality

- Develop standardized work flows to deliver consistent quality services

- Establish a culture of quality

LSS Green Belt candidates are in the process of carrying out CPI projects within OLAO and at other Institutes and Centers. The LSS rigor that project teams are implementing will embed an element of quality to these CPI projects that will allow each team to effectively identify any root causes moving forward, as well as develop and establish lasting improvements to their respective organizations.

Since initiating our LSS program, we have staged three waves of classes and workshops, trained employees in Green Belt tools and methodologies, and have certified several Green Belt

practitioners, with more pending. We have since identified additional candidates to take on the next phase of LSS mastery: Black Belt training. This new level of advanced training will supplement our recurring sessions tailored to Green Belt and Lean training.

To become a Green Belt, candidates must attend a hands-on training event, obtain satisfactory completion of the course assessment, and lead a CPI-certified project. The project will allow individuals to gain on-the-job learning while contributing to an exciting and relevant improvement initiative within their organization!

To learn more about the next available series of Green Belt classes, please contact the OLAO Training Office at 301-443-1999, or portery@od.nih.gov.

NITAAC 2ND ANNUAL SYMPOSIUM
HELD MARCH 9, 2011—OUT BRIEF

Dan Gordon OFPP calls NIH GWACs, "A role model for the Federal Government," at the 2nd Annual NITAAC Symposium.

Over 500 people from the federal acquisition and IT community gathered at the Natcher Center on March 9, 2011 for the 2nd Annual NITAAC Symposium, Titled: "Leveraging Buying Power and Mitigating Risk on Information Technology Acquisitions."

Ms. Mary Armstead, NITAAC Program Director, kicked off the event and welcomed Ms. Diane Frasier, Head of the Contracting Activity and Director, OALM, NIH who spoke of the many challenges facing acquisition professionals as the government looks to buy faster, smarter and more economically.

In talking about the two NITAAC Government-Wide-Acquisition Contracts (GWACS), ECS III for IT products/services and CIO-SP2i for IT services/solutions, Ms. Frasier called them, "a powerful, proven way to meet this challenge."

Next, Ms. Colleen Barros, Deputy Director for Management, NIH took the stage and started by recognizing the elephant in the room: "Budget, budget, budget." She spoke of how the government is being challenged to reassess spending priorities daily and how new initiatives coming out of the Executive Branch will change the way we approach IT management.

In particular, Ms. Barros talked about government wide acquisition strategies including NITAAC GWACS, saying, "Both of these GWACS offer an enormous amount of benefits to the user both in terms of the time it takes to do your acquisition but also in terms of leveraging the buying power."

She continued, "We are encouraging you to look at these from that standpoint, consider the times we're in, and see if these vehicles can assist you in leveraging your dollars."

Ms. Nancy Gunderson, Deputy Assistant Secretary, Office of Grants & Acquisitions Policy & Accountability, DHHS echoed the first two speakers, focusing on strategic sourcing strategies employed by HHS. She began with IT services, which accounts for a huge portion of HHS spending. "As it relates to NITAAC and our opportunity to achieve savings through strategically sourcing our IT services, over 90% of that spending, or 1.7 billion, was on IT services… so this is a great opportunity for us to save and use the NITAAC program towards the administration savings initiative and then in our service contracting reforms."

She pointed out that ECS III in particular has been identified as an HHS Strategic Source, and that both contracts, "meet the administration's priorities to improve IT acquisitions and related procurement approaches."

Mr. Gordon, the keynote speaker for the morning, started off a story of how NITAAC's Executive Agent Status for CIO-SP3 was originally in question. He recounted how, after reviewing the NITAAC business case and speaking with the SBA, DOD and several civilian agencies, his opinion changed 180 degrees. He described how he asked one DOD buyer what she'd do if the NITAAC contracts were cancelled, and she replied, "Mr. Gordon, I'd cry."

All the users," Mr. Gordon continued, "always get response, they get help, and they get the assistance that they need, they get it quickly, and they get it competently. This is a vehicle that works."

He next outlined the priorities of the 25-Point Plan recently put forth by Vivek Kundra, CIO of the United States, saying, "Some of the issues in the 25 point plain are pure IT, but some of them are about acquisition. We need to improve the way we buy IT. That means better requirements definition. That means being sure we have contracting people that have experience in IT, that means thinking more about modular contracting -- how do we do it step by step so we can course correct along the way."

"I would suggest," Mr. Gordon continued, "that in all three of those challenges, which are set out in the 25 point plan, your GWAC, in fact, could serve as a role model for the whole federal government."

While Mr. Gordon is a hard act to follow, newly appointed Acting CIO of NIH Tom Murphy, and a panel of CIO's from 8 of our ICs did a fantastic job, talking about priorities in the coming year. Cloud computing was front and center, as was security, mobile applications and software as a services (SAAS). After a lively discussion, Mr. Murphy concluded, "Those of us who are looking…all those solutions can be found on the NITAAC contracts."

The morning session was followed by lunch, along with an Exhibitor Galleria, where 36 NITAAC contract holders talked with attendees about the latest technologies. In the afternoon, Dr. Michelle Street, NITAAC Contract Specialist, gave a detailed presentation on the NITAAC GWACs and their online ordering systems.

Robert Coen, Deputy Director of the NITAAC Program, summed up the day's events, "Our Annual Symposium is a unique opportunity to bring together members of both the IT and acquisition communities, because we recognize that to truly buy smarter and meet the challenges of IT reform, we must work together."

ELECTRONIC TECHNICAL REFRESHMENT PROPOSAL INFORMATION MANAGEMENT SYSTEM II (eTIMS II)

NITAAC's new eTIMS II (Electronic Technical Refreshment Proposal Information Management System) web application is processing vendor proposals at an incredible speed. Approved vendors can now upload their proposals via the eTIMS II vendor portal and receive an approval from NITAAC within hours. Even for very large proposals, the end to end process including contract compliance checking, technical review, commercial availability and price reasonableness will not exceed a few hours. This is a great improvement over previous proposal processing where a large proposal could take up to a month before it could be approved. With eTIMS II, vendors are notified immediately upon approval of their proposals and their Contract Line Item Numbers (CLINS) can be used in the RFQ system, ECS III (Electronic Commodities Store III), for submitting quotes without any delays.

The process begins with approved vendors uploading their proposals and supporting documents and ends with final approval/disapproval by NITAAC. In addition to proposal refreshment, eTIMS II manages user access and privileges. eTIMS II also allows users to view and export their CLINS inventory, request changes to information, such as POC or address or communicate any business changes through its two portals: Vendor Portal and Support Team portal.

Upon submission of a proposal by a vendor, eTIMS II performs data validation in real time and then does contract compliance business rules checking as a batch job. Commercial availability and price reasonableness of a proposal is also automated and runs as a batch job.

Once contract compliance checking has been completed, the Support Team is notified. The Support Team then reviews the automated proposal processing performed by eTIMS II for Scope, LOT, Commercial Availability, Price Reasonableness, Price Increase/Decrease, confirms the results and determines an approval, disapproval or partial approval for the proposal.

eTIMS II development started officially in May, 2009. The aim of the project was to streamline the existing predominately manual processing of proposals and offer a better and more efficient proposals processing system.

Prior to eTIMS II, processing of a proposal involved a large number of manual interventions and was time consuming. A large proposal could have taken up to a month before it was processed and determined. With eTIMS II, a large proposal, with about 40,000 CLINS, takes approximately 24 hours from upload to determination. eTIMS II is optimized for large proposals. The batch processes for contract compliance checking, technical review, commercial availability, price reasonableness, automated internet search, and other optimizations at the database and user interface have made it possible to process very large proposals in an extremely short time.

For more information, you may contact NITAAC Support Center at 1-888-773-6542 or via email nitaachelpdesk@mail.nih.gov

FAC-COTR RE-CERTIFICATION

If you previously received your FAC-COTR certification and need to be re-certified, the link is now up and running for you to submit your application. We request that you apply approximately two to four weeks prior to when your certification expires and no sooner. For example, if your certification expires July 1, 2011 please do not submit your request until June 1 at the earliest. This will allow us to better serve the full community.

Apply for Re-Certification at:
http://oampintranet.od.nih.gov/FACCOTR/FACCOTR-ReCert-Form.asp

If you're applying for FAC-COTR certification for the first time, submit your application at:

http://oampintranet.od.nih.gov/FACCOTR/FACCOTR-Form.asp

To check your status as to when your certification will expire, please go to the FAC-COTR searchable database at:

http://oampintranet.od.nih.gov/FACCOTR/FACCOTRSearch.asp

A slide presentation on the FAC-COTR certification process is available for your convenience . Since this message is going out to almost 3,000 individuals on the Project Officer listserv, please direct specific questions to: FAC-COTR@mail.nih.gov

Also note, ACMIS is no longer being used to track training. Apparently ACMIS is still alive in cyberspace, but is not being utilized any longer. As of this date, the Department has not decided on a replacement system yet; however, we are told that a new system will be rolled out sometime in 2011. The acquisition community will be notified when information becomes available.

For further guidance you may visit the following website: http://oamp.od.nih.gov/Division/acp/POTraining/FACCOTR/COTR-FAC-CERT.asp or contact Kimberly H. Doherty, Acquisition Career Manager, via emaildohertyk2@mail.nih.gov or call 301-496-7092

ACQUISITION TRAINING SCHEDULE

PSAC

2609 NIH Federal Supply Schedule (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 20, 2011	1:00 PM—4:00 PM	6120 Executive Plaza South	$315	March 29, 2011
June 14, 2011	1:00 PM—4:00 PM	6120 Executive Plaza South	$315	May 23, 2011
August 17, 2011	1:00 PM—4:00 PM	6120 Executive Plaza South	$315	July 26, 2011
I would like to receive email notification of next available course date				

PSAC

2610 NIH Consolidated Purchasing Through Contracts (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 20, 2011	9:00 AM—12:00 PM	6120 Executive Plaza South	$315	March 29, 2011
June 14, 2011	9:00 AM—12:00 PM	6120 Executive Plaza South	$315	May 23, 2011
August 17, 2011	9:00 AM—12:00 PM	6120 Executive Plaza South	$315	July 26, 2011
I would like to receive email notification of next available course date				

PSAC

2611 NIH Buying From Businesses on the Open Market (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 19, 2011	9:00 AM—12:00 PM	6120 Executive Plaza South	$315	March 28, 2011
June 13, 2011	9:00 AM—12:00 PM	6120 Executive Plaza South	$315	May 22, 2011
August 16, 2011	9:00 AM—12:00 PM	6120 Executive Plaza South	$315	July 25, 2011
I would like to receive email notification of next available course date				

PSAC

2617 NIH Price Reasonableness Simplified Acquisition (3.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 19, 2011	1:00 PM— 4:00 PM	6120 Executive Plaza South	$325	March 28, 2011
June 13, 2011	1:00 PM— 4:00 PM	6120 Executive Plaza South	$325	May 22, 2011
August 16, 2011	1:00 PM— 4:00 PM	6120 Executive Plaza South	$325	July 25, 2011
I would like to receive email notification of next available course date				

ACQUISITION TRAINING SCHEDULE

2635 NBS P-Card Logs & Reconciliation (Refresher) (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 21, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South		March 30, 2011
July 19, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South		June 27, 2011
I would like to receive email notification of next available course date				

5512 NIH Professional Services (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 20, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South		March 29, 2011
July 18, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South		June 26, 2011
I would like to receive email notification of next available course date				

PSAC

5513 Negotiation Strategies for Simplified Acquisition (6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 14, 2011	9:00 AM— 4:00 PM	6120 Executive Plaza South	$395	March 23, 2011
June 7, 2011	9:00 AM— 4:00 PM	6120 Executive Plaza South	$395	May 17, 2011
August 18, 2011	9:00 AM— 4:00 PM	6120 Executive Plaza South	$395	July 27, 2011
I would like to receive email notification of next available course date				

PSAC

5514 NIH Appropriations Law for Simplified Acquisitions

(6.5 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 15, 2011	9:00 AM— 4:00 PM	6120 Executive Plaza South	$395	March 24, 2011
June 8, 2011	9:00 AM— 4:00 PM	6120 Executive Plaza South	$395	May 17, 2011
August 19, 2011	9:00 AM— 4:00 PM	6120 Executive Plaza South	$395	July 27, 2011
I would like to receive email notification of next available course date				

ACQUISITION TRAINING SCHEDULE

5515 NBS Buyer Acquisition (Refresher)   (14 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 18 and 19, 2011	8:30 AM— 4:00 PM	6120 Executive Plaza South	$660	April 3, 2011
July 20 and 21, 2011	8:30 AM— 4:00 PM	6120 Executive Plaza South	$660	July 5, 2011
I would like to receive email notification of next available course date				

8801 NIH Writing Statements of Work (15 CLPs)

Dates	Times	Location	Cost	Cancellation Date
June 15 and 16, 2011	9:00 AM—4:00 PM	6120 Executive Plaza North	$655	May 24, 2011
Sept 14 and 15, 2011	9:00 AM—4:00 PM	6120 Executive Plaza North	$655	August 23, 2011
I would like to receive email notification of next available course date				

9512 NIH Purchase Card Training (NBS) (Purchase Card Program) (13 CLPs)

Dates	Times	Location	Cost	Cancellation Date
*3 DAY COURSE—A PILOT PROGRAM TO DETERMINE TIME LENGTH NEEDED FOR FUTURE COURSES				
I would like to receive email notification of next available course date				

9513 NIH Simplified Acquisition & Delegated Procurement

PSAC

Five (5) Day Class!   (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
May 16 Thru May 20, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$1765	May 1, 2011
Jul 25 Thru Jul 29, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$1765	July 10, 2011
Aug 22 Thru Aug 26, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$1765	August 7, 2011
I would like to receive email notification of next available course date				

ACQUISITION TRAINING SCHEDULE

9515 NIH Buyer Contracts (NBS)   (21 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Apr 11 Thru Apr 13, 2011	9:00 AM—4:00 PM	6120 Executive Plaza South	$1,280	March 27, 2011
Jun 6 Thru Jun 8, 2011	9:00 AM—4:00 PM	6120 Executive Plaza South	$1,280	May 22, 2011
Aug 29 Thru Aug 31, 2011	9:00 AM—4:00 PM	6120 Executive Plaza South	$1,280	August 14, 2011
I would like to receive email notification of next available course date				

9516 Internal & External Requisitioner (NBS)   (7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
April 7, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$450	March 23, 2011
May 12, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$450	April 27, 2011
May 23, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$450	May 8, 2011
June 13, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$450	May 29, 2011
July 14, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$450	June 29, 2011
August 11, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$450	July 27, 2011
August 15, 2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$450	July 31, 2011
September 15,2011	8:30 AM—4:00 PM	6120 Executive Plaza South	$450	August 31,2011
I would like to receive email notification of next available course date				

9519 NIH Simplified Acquisition for Offices of Acquisition*(7 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to receive email notification of next available course date				

This class is only for NBS/Prism approvers and buyers in the Offices of Acquisition. This class is not appropriate for NBS/Prism approvers and buyers in Delegated Offices of Acquisition. NBS/ Prism approvers and buyers in Delegated Offices of Acquisition should take Course Number 9513 "Simplified Acquisition & Delegated Procurement".

ACQUISITION TRAINING SCHEDULE

9530 NIH-Basic Simplified Acquisition   (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Jun 13 Thru Jun 17, 2011	9:00 AM—4:00 PM	6130 Executive Plaza North	$955	May 29, 2011
Jul 25 Thru Jul 29, 2011	9:00 AM—4:00 PM	6130 Executive Plaza North	$955	July 10, 2011
I would like to receive email notification of next available course date				

9532 NIH-Advanced Simplified Acquisition   (40 CLPs)

Dates	Times	Location	Cost	Cancellation Date
Apr 4 Thru Apr 8, 2011	9:00 AM—4:00 PM	6130 Executive Plaza North	$955	May 29, 2011
Jun 20 Thru Jun 24, 2011	9:00 AM—4:00 PM	6130 Executive Plaza North	$955	July 10, 2011
Aug 1 Thru Aug 5, 2011	9:00 AM—4:00 PM	6130 Executive Plaza North	$955	May 22, 2011
I would like to receive email notification of next available course date				

For information on the *above* courses including complete descriptions, prerequisites, and registration information, contact the Human Resource Development Division at (301) 496-6211 or visit their training website at http://trainingcenter.nih.gov/

AT100—SECTION 508 ELECTRONIC & IT Training—Phase II (3 CLPs)

Dates	Times	Location	Cost	Cancellation Date
NO CLASSES SCHEDULED AT THIS TIME				
I would like to receive email notification of next available course date				

This seminar is focused on a broad overview of Section 508 of the Rehabilitation Act and will provide more than sufficient information to ensure that all electronic and information technology developed, procured, maintained, or used meets accessibility standards. This course is recommend for anyone whose work is IT or procurement-related. The following are some of the technologies required to be accessible: Software applications and operating systems; Web applications; Telecommunication products; Video and multimedia products; Self-contained and closed products; Computers.   Click here to register for Phase II

Prerequisite: HHS Section 508 Training - Phase I:

- In order to attend this Phase II course, Phase I must be completed. This introductory course may be accessed at http://lms.learning.hhs.gov. Specific course information is provided below:
- The training is provided online at http://lms.learning.hhs.gov
- Name: HHS Section 508 Training - Phase I
- Course ID: HHS508; ID: 00009629

A C Q U I S I T I O N   T R A I N I N G

D C I S   T R A I N I N G

In an effort to support the requirement for DCIS FPDS-NG Data Verification and Validation (DCIS V&V), the Contracts Data Management Program (CDMP) in the Office of Acquisition and Logistics Management (OALM) will offer training to ensure that all acquisition staff involved are in compliance with the Office of Federal Procurement Policy (OFPP) March 9, 2007 Memorandum *Federal Procurement Data Verification and Validati*on http://www.whitehouse.gov/omb/assets/omb/procurement/pro_data/fpds_030907.pdf requiring accurate and timely input of contract information.

Each training session will include the following:

New Reporting Requirements Including TAS Code Requirements;

Top 12 FPDS-NG "Critical Field" errors;

DCIS Version 1.4 changes

Each training session will be customized to support the needs of the individual Office of Acquisition or Delegated Acquisition Office. As part of the training, the CDMP trainer will cover all problem areas and fields identified in a sample review by HHS. In order to facilitate this training, your office must provide the training location and ensure that it is equipped with a computer and the appropriate Internet access to allow the live entry of DCIS data. Additionally, the live data entry portion of the training session will require that official actions be brought to the training session. DCIS training will count towards an attendee's skills currency training requirement. As with all training, attendees are responsible for tracking and reporting their CLPs according to instructions from the Acquisition Career Program: http://oamp.od.nih.gov/Division/acp/acp.asp

The Offices of Acquisition and Delegated Acquisition Offices should submit their Request for training to the Contracts Data Management Program (CDMP), via email to List NIH-DCIS-HELP.

Training will be provided in Building 6100 in conference room 6D01.

Dates and Times:

May 10, 2011	1:00 pm—4:00pm
May 17, 2011	9:30am—12:30pm
July 12, 2011	1:00pm—4:00pm
July 19, 2011	9:30am—12:30pm
September 6, 2011	1:00pm—4:00pm
September 13, 2011	9:30am—12:30pm

When requesting training, please identify the date and time **Note: Class is limited to 20 individuals.**

G R E E N   P U R C H A S I N G   T R A I N I N G

All contracting officers, contract specialists, purchase card holders, card approving officials, project officers/COTRs and acquisition staff in job series 1102, 1105 and 1106 are required to take Green Purchasing training every two years. Green purchasing refers to federal requirements to purchase recycled content products, energy-efficient products and renewable energy technologies, alternative fuel vehicles and alternative fuels, bio-based products, environmentally preferable products and services, and non-ozone depleting substances.

Green Purchasing Certification Training application is accessible at: http://oampintranet.od.nih.gov/GreenPurchasing/GP-Form.asp. Complete only one of these options:

- **Federal Environmental Stewardship Webpage:** Review the **Federal Environmental Stewardship Webpage**. This is an extensive resource that doesn't have a test associated for verification of completion. We ask that you devote at least two hours to reviewing the information on the site, and then notify us you've done so.

- **APP-EPP:** Read HHS' **Affirmative Procurement Plan for Purchasing Environmentally Preferable Products** (Download Acrobat Reader). Again, there is no test associated with this for verification completion. Thoughly review the site then notify us.

- **Read through the NCMA presentation given in November, 2010 and linked here: Meeting the Green Procurement Requirements for Federal Agencies**

- **CLC 046 Green Procurement through FAI:** Take CLC 046 Green Purchasing from the Federal Acquisition Institute at **https://www.atrrs.army.mil/channels/faitas/student/logon.aspx?caller=1** .This class is under the Continuous Learning Modules section. Note that you are only able to take this class once, so that you need to take a different version of the training for refresher training two years later. **NOTE: CONCERN WHEN ACCESSING THE FAI TRAINING SITE**.

GREEN PURCHASING TRAINING

Application: After you complete one of the above training options, please apply for green certification at the following link : **http://oampintranet.od.nih.gov/GreenPurchasing/GP-Form.asp**.

Once you are approved, you can check your status at : **http://oampIntranet.od.nih.gov/GreenPurchasing/GPSearch.asp**.

The web confirmation serves as your training certificate. For more information about green purchasing, please click **here**.

These training counts as 2 hours towards the 80 hours of refresher training that must be completed between January 1, 2010 and December 31, 2011, by all acquisition officials acknowledged. As part of the 40 hours, individuals with SAC or old HHS Level I certification are required to complete every two years to keep the certification valid.

NIH BLANKET PURCHASE AGREEMENT (BPA) LISTS AVAILABLE ONLINE!

Lists of all NIH Blanket Purchase Agreements (BPA's)

can be found at the following URL:

http://oamp.od.nih.gov/Division/SAPS/Acq/PlanningSupport.asp#BPA

This location contains three BPA lists:

1)   complete vendor alphabetical list;

2)   vendor list sorted by commodity; and

3)   a listing of the preferred HHS Strategic Sourcing vendors.

If you have questions or need further clarification, please contact the BPA helpline at (301) 496-5212 or e-mail BPAProgramBranch@od.nih.gov

SPECIAL THANKS
We'd like to thank all those who contributed to this and future editions of the OALM Newsletter.

The OALM Newsletter will be published six (6) times in 2011. OALM invites your comments and suggestions for future articles. We encourage staff to submit articles that would be of interest to our readers. We will do our best to include such articles in future editions of the OALM Newsletter.

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If you have any questions or comments regarding the information, policy and/or procedures published in *this* issue, you may contact Alfreda Mire at the email address above. For future issues please contact the Simplified Acquisitions Helpline on (301) 496-0400 or via email at SimplifiedAcquisitionHelp@od.nih.gov and you will be referred to the appropriate editor.